

### 3. Job Offer Letter

**Private & Confidential**

**Name**

**Address**

**Date**

**Note: This letter should accompany the contract of employment. If you require assistance creating a contract template or tailoring a contract for a specific new employee please contact Cornhill HR, via Voscur. [Delete this after reading]**

Dear **Name**

#### **Offer of Employment**

I am delighted to offer you the position of **Title** with **Organisation Name**, commencing on **date or a date to be agreed**.

**Or**

Following your acceptance of our verbal offer of employment, I have pleasure in writing to you to formally offer you the position of **Job Title** with **Organisation Name** on **Date or a date to be agreed**.

Please find enclosed two identical Contracts of Employment, which I would ask you to read carefully along with the accompanying Employee Handbook, which **will be sent separately via email/is also enclosed**. Please then sign both copies and return one, by post, to **Name, HR Manager/job title**, at **Organisation address** by **Date**.

Please note that your annual leave as detailed within the contract is for a full year. Your annual leave for the remainder of this holiday year is: **x** days and **x** bank holidays **or** **x** days and all remaining bank holidays.

Once we have received back the signed Contract, **Name of HR Manager/other appropriate person** will be in contact with you to explain more about how the joining process works and what further information we will need. **He/she** will also be available to answer any questions you might have and can be contacted on **Details**.

Lastly, to comply with the organisation's obligations under the Immigration, Asylum and Nationality Act 2006 you are required to demonstrate to us that you have the right to work in the United Kingdom. In order to do this please bring your passport (and visa if applicable) with you on your first day. If you require confirmation about which alternative documents would be satisfactory, please contact **HR/other appropriate person** on the above email/phone number.

I look forward to welcoming you to **Organisation Name**, and wish you a fruitful and enjoyable career with us.

Yours sincerely

**Name**  
**Title**